



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: SCHOOL NURSE

SALARY RANGE: \$22.80– 33.74 per hour

HOURS OF WORK: 7:30 A.M. – 3:30 P.M.
Monday - Friday

The City of Middletown is accepting applications for the position of School Nurse. This position is located within Middletown Public Schools. Completed City of Middletown *Application for Employment* forms will be accepted **until a sufficient number of applications are received.** Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.cityofmiddletown.com. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: Bachelor's degree in Nursing with three (3) years of current pediatric, school or community health nursing; or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience dealing with complex medical needs preferred. Position requires current Connecticut Registered Nurse License, CPR certification and the possession of a valid Connecticut driver's license. **(Copies of all required licenses and certificates must be attached to the job application).**

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: Under the direction of the Director of Pupil Personnel and Special Education, provides health care services for students in the school setting including transportation; maintain student health records according to state regulations; perform health screenings; maintain health and welfare of the student.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Provide professional development; Collect, prioritize documents and evaluate student health information during student visits to the health office and in emergency situations, according to established policy, guidelines and protocols. Use an established data collection system in an organized manner. Provide health care services for the students to manage illness, injury and health conditions/problems whether acute, chronic, episodic or emergent. Recognize the educational implications of health concerns or problems for the students. Conduct appropriate health screenings (i.e. vision, hearing) and make referrals to health care professionals as needed. Serve as case manager for students with health needs. Develop and implement individualized health care and emergency care plans within the appropriate educational program (regular education, Section 504 and special education.) Document nursing interventions in the appropriate health records according to school district policies and procedures. Act as a health resource for teachers, administrators and relevant others. Provide consultation to school personnel and family members regarding the health and safety of students and relevant health problems. Use technology (assistive, informational and medical) to effectively manage school health programs. Communicate and collaborate with the interdisciplinary team regarding the health and safety of the students. Participate in student PPT and 504 meetings; Ride the bus to and from school if required. Maintain classroom standards and collaborate with the school/family team. Other responsibilities as determined by the Director of Pupil Personnel and Special Education.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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